

## **CHANGES to the Division of Developmental Disabilities'**

# **Application and Eligibility Process**



### ***What is the purpose of this fact sheet?***

On July 5, 2005, the Division of Developmental Disabilities' (DDD) application and eligibility process will change for current and potential clients. This fact sheet has been developed to help describe what is happening and why.

### ***How do these new rules affect me if I am already eligible for DDD services?***

- If you are age 18 or older and currently receive DDD paid services, these rules will **NOT** affect you.
- If you are under 18 years of age, or older than 18, but receiving no paid services, you are subject to the new expiration and review requirements.

### ***How will I know if I need to reapply for eligibility?***

At least ninety days ahead of time, DDD will mail you a letter and an application and other forms for you to complete and mail back so that DDD can re-determine eligibility.

### ***Will I be notified by DDD if my eligibility expires or is terminated?***

Yes. DDD will mail you written notice of eligibility termination and your appeal rights. DDD will also attempt to call you and explain the decision and your appeal rights in person.



### ***Will the process of applying for eligibility for DDD services be different?***

- On July 5, 2005, DDD staff will begin using a new computerized "Intake" and "Eligibility" process.
- Eligibility intakes will be done by mail and phone unless you need special assistance with your application.

- New computer screens will:
  - be used to help DDD staff collect information to complete intake and determine DDD eligibility consistently throughout the division;
  - allow DDD intake/eligibility staff to see the status of a potential client's application at any given time and quickly access that information to assist the person;
  - use one centralized system so that data can be reported consistently and reliably to stakeholders and others who are interested.

### ***What if a person needs extra help in applying for DDD eligibility?***

Anyone can call the local DDD Office and request help in the application process. The local office will make sure that special needs are met.

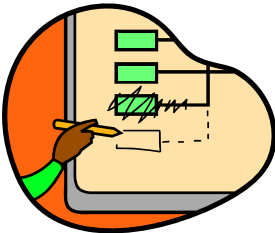


### ***What is a developmental disability as defined by (RCW) law?***

A developmental disability is mental retardation, epilepsy, autism, cerebral palsy, another neurological or other condition similar to mental retardation or requiring the same treatment that:

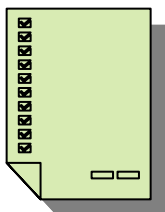
- Existed before age 18.
- Is expected to continue indefinitely.
- Results in substantial limitations to adaptive and/or intellectual functioning.
- Requires a qualifying diagnosis under "other condition."

### ***What are some of the important changes?***



DDD will require some new evidence such as:

- You currently live in Washington State.
- An IQ score and/or physical assistance needs and/or adaptive functioning scores to demonstrate substantial limitations.
- The applicant must provide the documentation or state where DDD can send for evidence of a qualifying disability.
- The effective date of eligibility is the date that DDD receives the final documentation required to make the decision.
- Eligibility conditions are specific to age.
- There are new eligibility expirations and review requirements.



### ***If an ICAP is used to determine eligibility, are there any changes?***

- Only a person appointed by DDD may administer the ICAP.
- DDD will choose the respondent(s) with input from the applicant.
- The applicant will be asked to demonstrate some skills.
- The qualifying ICAP score changes to one score for all 88 elements.
- A Vineland, SIB-R will be accepted in lieu of an ICAP for the conditions of epilepsy, autism and other condition(s) similar to mental retardation.

### ***How Does Age Affect Eligibility?***

This table shows which eligible conditions apply to each age group:

Eligible Conditions	0-5	6-9	10-17	18+
Developmental Delays	X	X		
Down Syndrome	X	X		
Too severe to be assessed	X	X		
Medically Intensive	X	X	X	
Mental Retardation (MR)		X	X	X
Cerebral Palsy		X	X	X
Epilepsy		X	X	X
Autism		X	X	X
Another Neurological cond.		X	X	X
Other condition similar to MR		X	X	X

### ***What are the new eligibility expiration and review dates?***



Unless you reapply and are re-determined eligible, your **eligibility expires** on the:

- **4<sup>th</sup> birthday** - unless you reapply and the child is re-determined eligible.
- **10<sup>th</sup> birthday** - if eligible under “developmental delays,” Down Syndrome, “Too Severe to be Assessed,” or Medically Intensive Program.

DDD will **review your eligibility** at the following times:

- **18<sup>th</sup> birthday** - All children must be reviewed at age 17, prior to the 18<sup>th</sup> birthday.
- **After age 18**, if you do not receive a paid DDD service, an eligibility review will occur before the authorization of a paid service.

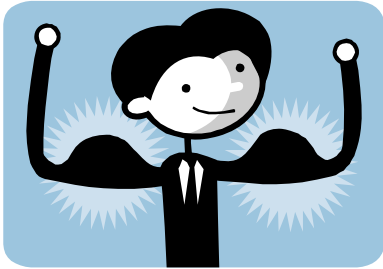
- **DDD will also review eligibility if the department discovers:**
  - the evidence used to make the most recent eligibility determination is insufficient, in error, or fraudulent; or
  - new information becomes available that does not support current eligibility.

***If DDD decides that I do not have a developmental disability, how soon could I reapply for another decision?***



- Anytime if DDD ended your eligibility because they couldn't find you.
- Anytime if you were found to be ineligible because you moved out of state and you have now moved back.
- Whenever you have new information.
- 24 months after becoming ineligible due to ICAP score.

***What are some of my Rights as a DDD client?***



- Freedom from abuse or punishment.
- The right to appeal any decision by DDD.
- The right to receive only services you agree with.
- The right to privacy and confidentiality.
- The right to make choices about your life.
- The right to freedom from discrimination.
- The right to be free from unnecessary medication.
- The right to have your provider listen to your concerns.
- The right to manage your money.
- The right to be part of the community.
- The right to work and be paid for the work you do.

***How do I complain to DDD if I am unhappy with my services or treatment?***

- Contact your case manager, and if you feel you aren't heard, ask to talk to a supervisor.
- If you are still unhappy; the supervisor will help you enter a formal complaint with the Region or DDD Headquarters in Olympia.